

Department of Developmental Services  
Work Services Section  
Resume Writing Information

The following is a list of Action Words that can be used in developing resumes. The list is not an all-inclusive list of action words but hopefully will provide guidance in creating resumes

Action Words

Accomplished	Designed	Implemented	Eliminated
Achieved	Detailed	Improved	Employed
Activated	Detected	Increased	Received
Adapted	Determined	Invented	Recommended
Administered	Developed	Investigated	Reconciled
Advised	Devised	Judged	Recorded
Analyzed	Directed	Launched	Recruited
Appraised	Discovered	Lectured	Redesigned
Approved	Dispensed	Led	Reduced
Arranged	Displayed	Listened	Referred
Assembled	Distributed	Loaded	Refined
Assisted	Drafted	Maintained	Removed
Audited	Entertained	Managed	Reorganized
Awarded	Established	Marketed	Repaired
Bargained	Estimated	Measured	Represented
Budgeted	Evaluated	Mentored	Researched
Calculated	Examined	Moderated	Reshaped
Catalogued	Executed	Monitored	Resolved
Charted	Exhibited	Moved	Scheduled
Checked	Expanded	Negotiated	Selected
Classified	Explored	Observed	Separated
Coached	Facilitated	Obtained	Served
Collected	Filed	Operated	Simplified
Compared	Formulated	Ordered	Sold
Consulted	Fostered	Organized	Solved
Controlled	Found	Originated	Sorted

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Action Words

Convinced	Gathered	Complied	Spoke
Coordinated	Generated	Completed	Streamlined
Corresponded	Governed	Composed	Studied
Counseled	Grouped	Computed	Supplied
Created	Guided	Conducted	Supported
Decreased	Harmonized	Consolidated	Taught
Delegated	Handled	Constructed	Tested
Delivered	Hired	Earned	Trained
Demonstrated	Identified	Edited	Updated